



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Photocopier for the Municipal Service Center (\$6,687)
MEETING DATE: October 19, 1994
PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution to purchase a photocopier for the Municipal Service Center from the low bidder, Business Office Systems, of Stockton, California, in the amount of \$6,686.74.

BACKGROUND INFORMATION: Funds to purchase a photocopier were approved in the 1994/95 operating budget. This photocopier will replace the six-year-old Sharp SF-8100 at the Municipal Service Center. Specifications and advertising for bids were approved by the City Council on September 7, 1994. During the bid process, several photocopiers were demonstrated at the Municipal Service Center.

In addition to the purchase price, the specifications cover annual maintenance and supply costs for a five-year period. Without including either copier's five-year maintenance and supply costs, the Minolta's purchase price is \$328.64 less than the Mita's purchase price. With the five-year maintenance and supply costs included, the Mita costs \$346.36 less than the Minolta. However, the Minolta offers a larger paper capacity for the paper size used most often, has a larger sort bin capacity and requires toner changing less frequently. The Minolta also has an easily understood control panel, better photograph copy quality, and is the operational staff's overall preference based on using the demonstrator models. The Minolta is also the only copier that fully meets the specifications. The Mita's sort bin capacity of 25 sheets does not meet the specified capacity of 50 sheets.

It is recommended that the City purchase the Minolta EP 2050 from Business Office Systems.

Following is a summary of the bids received:

Business Office Systems	Minolta	\$ 6,686.74
Lloyd Equipment Co.	Mita	\$ 7,015.38
Lucas Business Systems	Konica	\$ 7,352.75
Taylor Made Office Systems	Canon	\$ 8,773.84
Xerox Corporation	Xerox	Non-responsive bid

FUNDING:	Originally Budgeted	1994/95
	Budgeted Fund	Operating Budget
	Budgeted Amount	\$8,500.00


Jack L. Ronsko
Public Works Director

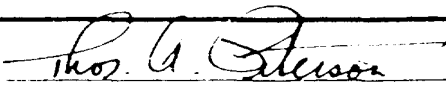
Prepared by George Bradley, Street Superintendent

JLR/GMB/rs

Attachment

cc: City Attorney
Street Superintendent
Purchasing Officer

APPROVED


THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 94-119

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR PURCHASE OF PHOTOCOPIER
FOR THE MUNICIPAL SERVICE CENTER

WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council, sealed bids were received and publicly opened on September 22, 1994 at 11:00 a.m. for the bid for purchase of photocopier for the Municipal Service Center, described in the specifications therefor approved by the City Council on September 7, 1994; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>BIDDER</u>	<u>MODEL</u>	<u>AMOUNT BID</u>
Business Office Systems	Minolta	\$ 6,686.74
Lloyd Equipment Company	Mita	\$ 7,015.38
Lucas Business Systems	Konica	\$ 7,352.75
Taylor Made Office Systems	Canon	\$ 8,773.84
Xerox Corporation	Xerox	Non-responsive bid

WHEREAS, the City Manager recommends that award of the bid for the purchase of . photocopier for the Municipal Service Center be made to the low bidder, Business Office Systems of Stockton, California;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that award of bid for the purchase of a photocopier for the Municipal Service Center be and the same is hereby awarded to Business Office Systems of Stockton, California, the low bidder, in the amount of \$6,686.74.

Dated: October 19, 1994

I hereby certify that Resolution No. 94-119 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 19, 1994 by the following vote:

Ayes: Council Members - Mann, Pennino, Snider and
Sieglock (Mayor)

Noes: Council Members - None

Absent: Council Members - Davenport


Jennifer M. Perrin
City Clerk